

# **2002 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)**

## **STIP AMENDMENTS AND EXTENSIONS RULES AND PROCEDURES**

### **MTC RESOLUTION No. 3404**



# REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP) STIP Amendments / Extensions Rules and Procedures

MTC Resolution No. 3404



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

*July 25, 2001  
Programming and Allocations Section*

**METROPOLITAN TRANSPORTATION COMMISSION**  
**Regional Transportation Improvement Program**  
**RTIP**

**Rules and Procedures**  
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# **METROPOLITAN TRANSPORTATION COMMISSION**

## **Regional Transportation Improvement Program (RTIP)**

### **STIP Amendments / Extensions Rules and Procedures**

#### **What is the STIP?**

The State Transportation Improvement Program (STIP) is the State's spending plan for state and federal funding. The STIP is comprised of the Regional Transportation Improvement Program (RTIP) and the Interregional Transportation Improvement Program (ITIP). The program is updated every two years and currently covers a five-year period. STIP funded projects, like all other state and federally funded projects, must be listed in the TIP in order for the sponsor to access the funding. This biennial STIP process is outlined in the attached "STIP Process".

Seventy-five percent (75%) of the funding in the STIP flows to regions by formula through their RTIPs. Regions throughout the state are charged with developing an expenditure plan for the funds. Eligible project types include improvements to state highways, local roads, public transit, intercity rail, pedestrian and bicycle facilities, grade separations, transportation system management, transportation demand management, soundwall projects, intermodal facilities, and safety.

The remaining 25% of the funding flows to the ITIP, which is a statewide competitive program. This funding is directed to projects that improve interregional transportation. Eligible project types include intercity passenger rail, mass transit guideways, grade separation, and state highways.

#### **When are Amendments and Extensions Allowed?**

##### **STIP Amendments**

An amendment may change the cost, scope or schedule of a STIP project and its components. For instance, if the final cost estimate for a project is higher (or lower) than the amount programmed, a STIP amendment may be requested to increase or (decrease) the amount programmed. Or, as a project progresses through project development, it may be time to add the next component or phase. Likewise, if the project schedule is delayed significantly, an amendment may be warranted to request a change in program year of the funding in order to prevent a funding lapse. STIP amendments may also be requested to delete project funding or to add a new project into the STIP.

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**Important Tip:** Once a state fiscal year (July 1 – June 30) has begun, the CTC will not allow STIP amendments to delete or change the funding programmed in that fiscal year. Instead, the project sponsor may request a one-time extension as described below.

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##### **One-time Extension Requests**

SB 45 established deadlines for allocation, contract award, expenditure and reimbursement of funds for all projects programmed in the STIP. The CTC may, upon request, grant a one-time extension to each of these deadlines for up to 20 months. However, the CTC will only grant an extension if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. Furthermore, the extension will not exceed the period of delay directly attributable to the extraordinary circumstance.

### **Roles and Responsibilities**

The STIP Amendment and Extensions process requires review and approval by various agencies to ensure the action requested is appropriate, and consistent with state statutes, CTC guidance, Caltrans procedures and regional policies. Projects must be included in a county Congestion Management Program (CMP) or county Capital Improvement Program (CIP), and must be consistent with the Regional Transportation Plan (RTP) to be programmed in the RTIP. Therefore, any additions or changes that may impact the priorities established within these documents must be reviewed and approved by the appropriate agency. Furthermore, improperly programmed funds or missed deadlines could result in funding being permanently lost to the region.

***Project sponsors*** are responsible for reviewing and understanding the procedures, guidance and regulations affecting projects programmed in the STIP. Each project manager and the individual responsible for submitting documentation for STIP amendments and extensions must have read and understood these policies and procedures, particularly the CTC STIP Guidelines available on the internet at <http://www.dot.ca.gov/hq/transprog/stip.htm> and the MTC RTIP Policies and Application Procedures posted on the internet at: <http://www.mtc.ca.gov/funding.htm>. Project sponsors are ultimately responsible for ensuring the required documentation is provided to Caltrans by the deadlines established by Caltrans for all allocations, extensions, and additional supplemental funds requests.

***The Congestion Management Agencies/Transportation Authorities*** are responsible for ensuring the packages submitted by the project sponsors are complete, and the proposed changes are consistent with the Regional Transportation Plan (RTP), and Congestion Management Plans (CMPs) or Capital Improvement Program (CIP). The CMA/TAs check to ensure the proposed changes meet MTC, CTC and other state or federal guidance and regulations. Following CMA/TA concurrence of the request, the complete package is forwarded to MTC.

***The Metropolitan Transportation Commission (MTC)***, as the Regional Transportation Planning Agency (RTPA) for the nine counties of the San Francisco Bay Area, provides concurrence for the STIP requests and formally submits all STIP Amendments to Caltrans for approval by the CTC. MTC also verifies compliance with established state and regional policies. Although MTC provides concurrence on extensions, additional supplemental funds requests and some allocation requests, it is the responsibility of the project sponsor, not MTC, to ensure the required documentation is submitted to Caltrans by the established deadlines for these action requests.

***The California Department of Transportation (Caltrans)*** processes the requests and makes recommendations to the California Transportation Commission (CTC) in accordance with Department procedures and CTC policies and guidelines.

***The California Transportation Commission (CTC)*** approves or rejects the requests based on state statutes and its own established guidance and procedures.

### **Requesting STIP Amendments and Extensions**

As described below, the procedures for processing STIP amendments and extensions vary depending on whether the project is sponsored by Caltrans or a local agency, and whether it has already received STIP funding.

### **Step I: Project Sponsor Requests STIP Amendment or Extension**

#### **For currently programmed Caltrans projects:**

- Caltrans and the appropriate CMA identify and discuss the issue(s) that may require an amendment or extension and notify MTC Programming and Allocations (P&A) Section staff that a change to the current STIP may be necessary and is being considered.
- Caltrans and CMA agree on proposed change(s).
- Where necessary, CMA staff requests policy board approval of proposed change.
- Once approved by the CMA, CMA notifies Caltrans in writing of the county's concurrence, with a copy sent to MTC P&A.
- Caltrans requests MTC concurrence for the STIP Amendment/Extension by transmitting the following to MTC P&A:
  - Letter requesting the STIP Amendment or Extension with explanation and justification of the need for the action with the following attachments:

#### **For a STIP Amendment:**

- Copy of CMA's letter of concurrence
- Revised RTIP Application Form – <http://www.mtc.ca.gov/funding.htm>
- TIP Amendment Form - <http://www.mtc.ca.gov/funding.htm>
- A construction 'STIP History' for each amendment that would delay the year of construction. The 'STIP History' outlines the project's construction history as programmed in the STIP with particular attention to any previous delays and reason for the previous and current delay. It must note the original inclusion of the project construction component in the STIP and each prior project construction STIP amendment delay including for each, the amendment date, the dollar amount programmed for construction, and the scheduled year of construction delay. It must also include a statement on the financial impact of the construction delay on the project, and an estimated funding source for the additional funds necessary to complete the project under the delayed schedule. (A STIP History is only required for amendments to delay the year of construction.)

#### **For an Extension:**

- Copy of CMA's letter of concurrence
- A construction 'STIP History' for each extension that would delay construction as described above for a STIP Amendment.

**For currently programmed local projects:**

- Sponsor and the appropriate CMA identify and discuss the issue(s) that may require an amendment or extension and notify Caltrans and MTC Programming and Allocations (P&A) Section staff that a change to the current STIP may be necessary and is being considered.
- Sponsor and CMA agree on proposed change(s).
- Sponsor requests CMA concurrence for the STIP Amendment/Extension by submitting the following to the CMA:
  - Letter requesting the STIP Amendment or Extension with explanation and justification of the need for the action with the following attachments:

**For a STIP Amendment:**

- Revised RTIP Application Form - <http://www.mtc.ca.gov/funding.htm>
- TIP Amendment Form - <http://www.mtc.ca.gov/funding.htm>
- A construction 'STIP History' for each amendment that would delay the year of construction. The 'STIP History' outlines the project's construction history as programmed in the STIP with particular attention to any previous delays and reason for previous and current delay. It must note the original inclusion of the project construction component in the STIP and each prior project construction STIP amendment delay including for each, the amendment date, the dollar amount programmed for construction, and the scheduled year of construction delay. It must also include a statement on the financial impact of the construction delay on the project, and an estimated funding source for the additional funds necessary to complete the project under the delayed schedule. (A STIP History is only required for amendments to delay the year of construction.)
- Any other documentation required by the CMA or Caltrans

**For an Extension:**

- Copy of completed Request for Time Extension form (located on the internet at: <http://www.dot.ca.gov/hq/LocalPrograms>).
- A construction 'STIP History' for each extension that would delay construction, as described above for a STIP Amendment.
- Any other documentation required by the CMA or Caltrans
- Where necessary, CMA staff requests policy board approval of proposed request.
- Sponsor submits Caltrans' "Request for Time Extension" form and any other required documentation to Caltrans.
- CMA requests MTC concurrence for the STIP Amendment/Extension by transmitting a letter to MTC P&A requesting the STIP Amendment or Extension with explanation and justification of the need for the action along with the documentation submitted by the project sponsor. A copy the request is also sent to Caltrans.

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**Important Tip:** For STIP Extensions, the CTC will only grant an extension if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. Furthermore, the extension will not exceed the period of delay directly attributable to the extraordinary circumstance, up to a maximum of 20 months. It is therefore absolutely necessary that the letter and supporting documentation clearly explains and justifies the extension request. Failure to provide adequate justification could result in an extension not being approved.

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**For all new projects:**

- Sponsor and the appropriate CMA identify and discuss the issue(s) that may require a new project to be added to the STIP and notify Caltrans and MTC Programming and Allocations (P&A) Section staff an amendment to the current STIP may be necessary and is being considered.
- Sponsor and CMA agree on proposed addition.
- Sponsor requests CMA concurrence for the STIP Amendment by submitting the following to the CMA:
  - Letter requesting the STIP Amendment with explanation and justification of the need for the project to be added to the STIP.
  - TIP Amendment form - <http://www.mtc.ca.gov/funding.htm>
  - RTIP Application form including: - <http://www.mtc.ca.gov/funding.htm>
    - Resolution of local support
    - Project nomination fact sheet (with maps)
    - Project nomination fund sheet
    - Local agency certification of assurances
    - Project Study Report (PSR), or equivalent.
  - Copy of State-Only Funding Request Exception Form (Only if requesting state-only funding and project is not on pre-approved state-only eligible funding list. Original request is to be submitted directly to Caltrans HQ Budgets for processing and approval prior to MTC submittal of the request to Caltrans/CTC).
- CMA staff obtains policy board approval of proposed addition.
- CMA requests MTC concurrence for the new project by transmitting a letter to MTC P&A requesting the STIP Amendment with an explanation and justification of the need for the project along with a copy of the CMA Resolution approving the project, and the documentation listed above provided by the project sponsor:

**Step 2 : MTC Review and Concurrence**

- Once a complete request has been received, MTC P&A staff will place the request on the MTC Programming and Allocations Committee (PAC) meeting agenda for concurrence of major changes, or prepare a letter of concurrence for the Executive Director's signature for minor changes.



- Following approval by PAC and/or the Executive Director, MTC will sign Caltrans' Request for Time Extension form and send it with a Letter of Concurrence to Caltrans District 4 with a copy to the appropriate CMA. (District 4 will ensure that the request is copied to the appropriate contacts at Caltrans Headquarters and CTC.)

#### **Major versus minor changes**

- All major changes, including any requests to program a new project, will be presented to MTC's Programming and Allocations Committee (PAC) to determine MTC's concurrence.
- For minor changes, MTC staff may write a letter of concurrence for the Executive Director's signature. Minor changes include:
  - schedule changes, except where change implies major cost or delivery ramifications
  - changes in implementing agency or project sponsor
  - changes to project budget that are less than 20% of the total project cost or less than \$1 million.
  - redirection of funds from one project component to another (e.g. from project engineering into environmental)

#### **Additional/Supplemental Funds**

On occasion it may be necessary to provide additional 'Supplemental' funding to a project as a result of cost increases or revised cost estimates. There are several different processes to follow depending on where the project is within its delivery schedule. The various methods to add STIP funding to a project are as follow:

**Biennial STIP Cycle:** If additional funding is identified years before the actual allocation, the project sponsor may request the funding through the biennial STIP adoption process. This process is outlined in MTC's RTIP Policies and Application Procedures.

**STIP Amendment:** If additional funding is identified prior to the allocation of funds, but is required prior to the next biennial STIP adoption, a STIP amendment adding the funds to the project may be requested as outlined in the STIP Amendment procedures above. However, in most cases the additional funds could be added at the time of allocation, thus foregoing the STIP amendment process.

**Additional Funds at Time of Allocation:** Often the simplest way to add supplemental funds is at the time of allocation. The process is the same as the procedures outlined above for a time extension, except that instead of a "Request for Time Extension" form, a "Request for STIP Funding Allocation" form is used (located on the internet at: <http://www.dot.ca.gov/hq/LocalPrograms>). In such circumstances, Caltrans does not have delegated allocation authority to allocate unprogrammed funds for a project, and therefore the additional funding must be approved by the CTC.

**Additional Funds After Allocation:** It may be necessary to seek additional funds after an allocation, either to award the project or due to unforeseen cost increases while the project is under construction. In either case, an analysis should be performed to determine whether re-engineering could achieve cost reductions to accommodate the increase. If additional funds are still necessary, a funding source outside the STIP should be pursued prior to seeking additional STIP funding. If it is determined that additional STIP funds are needed, then the project sponsor should proceed as with the procedures outlined for “Additional Funds at Time of Allocation”. It should be noted that once the funds are allocated, the project sponsor does not have the option to add the funds through a STIP amendment since the CTC does not allow amendments to change the programming for a given component after the funds have been allocated.

### **Allocation of Funds**

Project sponsors request an allocation of funds directly to Caltrans, with Caltrans either allocating the funds under its delegated allocation authority or placing the request on the CTC Agenda for approval. In either case, the completed request package is due to Caltrans 60 days prior to the anticipated allocation of funds. In general MTC is not involved with the allocation process, however, under a few circumstances MTC concurrence is required as noted below:

**Local Road Rehabilitation Projects:** Allocation of funds for local road rehabilitation projects requires certification from MTC. Project sponsors should submit the “Pavement Management System Certification” form with the “Local Road Rehabilitation Project Certification” form attached (both found on the internet at: <http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/locgrnt.htm>) directly to MTC for signature. MTC will then transmit the signed form to Caltrans District 4 – Local Programs. All other allocation request documentation should be sent directly to Caltrans District 4 – Local Programs.

**Funds Allocated Differently than Programmed:** In some instances it may be necessary to allocate funds differently from what is programmed in the STIP. These situations generally still require MTC concurrence. Fortunately a STIP amendment may not be required, and the funding may be revised at the time of the allocation, thus avoiding the long STIP amendment process. However, A TIP amendment is still required if federal funds are involved. Changes that are allowed at the time of allocation are noted below, however, project sponsors should consult with Caltrans District 4 Local Programs, the CMA and/or MTC to determine whether a change at the time of allocation is permissible before preparing the allocation request.

- Change in implementing agency
- Cost savings (allocation less than program amount)
- Redirection of funds among project components or phases within the project as long as total STIP funding is not increased.
- Advancement of funding from future years (transit projects with funds to be transferred to FTA require a TIP amendment to advance funds)

- Change in funding type (a change to state-only funding requires approval from Caltrans with their “State-Only Funding Request Exception” form if the project type is not on the pre-approved state-only eligible funding list).

**STP/CMAQ/TEA Match Reserve:** Project sponsors must work with the applicable CMA/TA to obtain programming approval for STP/CMAQ/TEA match made available in the STIP. The CMA develops a countywide list for the use of the reserved funds and submits the list to MTC, who in turns provides Caltrans with the region-wide Match Program. Any deviation from this program, whether in the funding amount, project sponsor, or funding year, requires the CMA to resubmit an updated plan for the county to MTC. Caltrans cannot allocate the matching funds if they are inconsistent with the approved STIP - STP/CMAQ/TEA Match Program.

**Funds allocated as programmed in the STIP:** The allocation of funds as they are programmed in the STIP and TIP do not involve MTC, other than as noted previously. Project sponsors work directly with Caltrans District 4 local programs in obtaining the allocation.

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**Important Tip:** Although some minor changes in the allocation of funds may not require a full STIP amendment, most changes still require MTC concurrence, and possibly a TIP amendment and may even require a vote of the CTC rather than a simple Caltrans delegated allocation approval. Project sponsors are encouraged to consult with the CMA, and Caltrans District 4 prior to preparing any allocation request, to ensure sufficient time is allowed for processing the allocation request, particularly toward the end of the year when the Timely Use of Funds provisions of SB 45 are of critical concern.

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#### **Timeline for STIP Amendment/Extension Approval**

Completed documentation requesting MTC concurrence must be received by MTC staff no later than the first day of the month prior to the month in which the request will be heard by the Programming and Allocations Committee (PAC). (For example, requests received by January 1 will be reviewed at the February PAC meeting). Subsequently, requests with completed documentation and MTC concurrence must be submitted to the Caltrans District Office 60 to 90 days prior to the CTC meeting where the item will be considered. Therefore, requests for concurrence need to be submitted to MTC generally 150 days prior to CTC action for STIP Amendments and 120 days prior to CTC action for extensions.

For example, a STIP amendment request to delay funding in the next fiscal year is due to MTC by January 1, so it may be approved at the February 14 PAC Meeting, and then submitted to Caltrans in time for the 60-day due date of March 2, so it may be noticed at the May 2 CTC meeting for action at the June 6 CTC meeting.

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**Important Tip:** The CTC will not amend the STIP to delete or change the funding for any project component after the beginning of the fiscal year in which the funding is programmed. Therefore, all amendments to delay a project component must be approved by the CTC by the June meeting in the year prior to the programmed year of funding. To meet this deadline, amendments to delay delivery must be submitted to MTC no later than January 1 of the fiscal year prior to the fiscal year of the funding subject to delay.

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A due date schedule is prepared each year for the submittal of STIP requests. This schedule is posted on the internet at: <http://www.mtc.ca.gov/funding.htm>

**STIP Amendment Form/TIP Amendment Form**

The forms necessary to initiate the STIP Amendment process may be downloaded from the MTC website at: <http://www.mtc.ca.gov/funding.htm>. The STIP nomination Fact and fund sheets posted on the Caltrans website should not be used for RTIP projects within the MTC region.

**Contacts for STIP amendments/extensions**

Name	Area	Phone	Email
Alan Eliot	Contra Costa Napa	510.464.7758	aeliot@mtc.ca.gov
Bob Bates	San Francisco Caltrain	510.464.7735	bbates@mtc.ca.gov
Marc Roddin	San Mateo Santa Clara VTA	510.464.7827	mroddin@mtc.ca.gov
Vince Petrites	Alameda BART AC Transit	510.464.7742	vpetrites@mtc.ca.gov
Craig Goldblatt	Marin Sonoma	510.464.7837	cgoldblatt@mtc.ca.gov
Ross McKeown	STIP – General	510.464.7842	rmckeown@mtc.ca.gov
Raymond Odunlami	TIP Amendments Solano	510.464.7717	<a href="mailto:rodunlami@mtc.ca.gov">rodunlami@mtc.ca.gov</a>

## Attachment A: 2001 Due Date Schedule Metropolitan Transportation Commission Regional Transportation Improvement Program (RTIP)

Revised June 30, 2001

- Dates Subject to Change -

Target Month Requested Action ***		Completed Request Due to MTC - P&A (Allocation Sign-off if required) *	MTC - PAC - Agenda Items Mgmt Review	MTC - PAC - Meeting Packet Mgmt Review	MTC - PAC - Meeting (Exec. Dir Approval of Admin TIP Amend)	MTC Meeting (MTC Formal TIP Amend Action) ***	STIP Amendments Allocations & Extension Due Caltrans District 4	STIP Amendments Allocations & Extensions Due Caltrans HQ	STIP Agenda Items Due CTC Liaison	CTC Meeting - NOTICE - (STIP Amendment Notices Only)	CTC Meeting - ACTION - (All STIP Items)
(Note: Allow sixty to ninety days following MTC action for final federal approval of Formal TIP Amendments)											
JANUARY 2001											
STIP	STIP Allocation *	Wed, Nov 8, 2000	N/A	N/A	N/A	N/A	Wed, Nov 15, 2000	Tue, Dec 5, 2000	Fri, Dec 22, 2000	N/A	Wed-Thu, Jan 17-18, 2001
	STIP Extension **	Wed, Nov 1, 2000	Mon, Nov 20, 2000	Tue, Nov 28, 2000	Wed, Dec 13, 2000	N/A	Wed, Nov 15, 2000	Tue, Dec 5, 2000	Fri, Dec 22, 2000	N/A	Wed-Thu, Jan 17-18, 2001
	STIP Amendment **	Fri, Sep 1, 2000	Mon, Sep 18, 2000	Tue, Sep 26, 2000	Wed, Oct 11, 2000	N/A	Fri, Oct 6, 2000	Tue, Oct 24, 2000	Thu, Nov 9, 2000	Tue-Wed, Dec 5-6, 2000	Wed-Thu, Jan 17-18, 2001
TIP	Admin TIP Amendment	Fri, Dec 1, 2000	N/A	N/A	Wed, Jan 10, 2001	N/A	N/A	N/A	N/A	N/A	N/A
FEBRUARY 2001											
STIP	STIP Allocation *	Wed, Dec 13, 2000	N/A	N/A	N/A	N/A	Wed, Dec 20, 2000	Tue, Jan 9, 2001	Mon, Jan 29, 2001	N/A	Wed-Thu, Feb 21-22, 2001
	STIP Extension **	Fri, Dec 1, 2000	Mon, Dec 18, 2000	Tue, Dec 26, 2000	Wed, Jan 10, 2001	N/A	Wed, Dec 20, 2000	Tue, Jan 9, 2001	Mon, Jan 29, 2001	N/A	Wed-Thu, Feb 21-22, 2001
	STIP Amendment **	Wed, Nov 1, 2000	Mon, Nov 20, 2000	Tue, Nov 28, 2000	Wed, Dec 13, 2000	N/A	Wed, Nov 15, 2000	Tue, Dec 5, 2000	Fri, Dec 22, 2000	Wed-Thu, Jan 17-18, 2001	Wed-Thu, Feb 21-22, 2001
TIP	Admin TIP Amendment	Mon, Jan 1, 2001	N/A	N/A	Wed, Feb 7, 2001	N/A	N/A	N/A	N/A	N/A	N/A
	Formal TIP Amendment ***	Mon, Jan 1, 2001	Mon, Jan 15, 2001	Tue, Jan 23, 2001	Wed, Feb 7, 2001	Wed, Feb 28, 2001 ***	N/A	N/A	N/A	N/A	N/A
MARCH 2001											
STIP	STIP Allocation *	Fri, Jan 19, 2001	N/A	N/A	N/A	N/A	Fri, Jan 26, 2001	Tue, Feb 13, 2001	Mon, Mar 5, 2001	N/A	Wed-Thu, Mar 28-29, 2001
	STIP Extension **	Mon, Jan 1, 2001	Mon, Jan 22, 2001	Tue, Jan 30, 2001	Wed, Feb 14, 2001	N/A	Fri, Jan 26, 2001	Tue, Feb 13, 2001	Mon, Mar 5, 2001	N/A	Wed-Thu, Mar 28-29, 2001
	STIP Amendment **	Fri, Dec 1, 2000	Mon, Dec 18, 2000	Tue, Dec 26, 2000	Wed, Jan 10, 2001	N/A	Wed, Dec 20, 2000	Tue, Jan 9, 2001	Mon, Jan 29, 2001	Wed-Thu, Feb 21-22, 2001	Wed-Thu, Mar 28-29, 2001
TIP	Admin TIP Amendment	Thu, Feb 1, 2001	N/A	N/A	Wed, Mar 7, 2001	N/A	N/A	N/A	N/A	N/A	N/A
	Formal TIP Amendment ***	Thu, Feb 1, 2001	Tue, Feb 13, 2001	Tue, Feb 20, 2001	Wed, Mar 7, 2001	Wed, Mar 28, 2001 ***	N/A	N/A	N/A	N/A	N/A
APRIL 2001											
STIP	NO APRIL CTC MEETING										
TIP	Admin TIP Amendment	Thu, Mar 1, 2001	N/A	N/A	Wed, Apr 11, 2001	N/A	N/A	N/A	N/A	N/A	N/A
MAY 2001											
STIP	STIP Allocation *	Fri, Feb 23, 2001	N/A	N/A	N/A	N/A	Fri, Mar 2, 2001	Tue, Mar 20, 2001	Mon, Apr 9, 2001	N/A	Wed-Thu, May 2-3, 2001
	STIP Extension **	Thu, Feb 1, 2001	Mon, Feb 19, 2001	Tue, Feb 27, 2001	Wed, Mar 14, 2001	N/A	Fri, Mar 2, 2001	Tue, Mar 20, 2001	Mon, Apr 9, 2001	N/A	Wed-Thu, May 2-3, 2001
	STIP Amendment **	Mon, Jan 1, 2001	Tue, Jan 16, 2001	Tue, Jan 23, 2001	Wed, Feb 7, 2001	N/A	Fri, Jan 26, 2001	Tue, Feb 13, 2001	Mon, Mar 5, 2001	Wed-Thu, Mar 28-29, 2001	Wed-Thu, May 2-3, 2001
TIP	Admin TIP Amendment	Sun, Apr 1, 2001	N/A	N/A	Wed, May 9, 2001	N/A	N/A	N/A	N/A	N/A	N/A
	Formal TIP Amendment ***	Sun, Apr 1, 2001	Mon, Apr 16, 2001	Tue, Apr 24, 2001	Wed, May 9, 2001	Wed, May 16, 2001 ***	N/A	N/A	N/A	N/A	N/A
JUNE 2001											
STIP	STIP Allocation *	Fri, Mar 30, 2001	N/A	N/A	N/A	N/A	Fri, Apr 6, 2001	Tue, Apr 24, 2001	Mon, May 14, 2001	N/A	Wed-Thu, June 6-7, 2001
	STIP Extension **	Thu, Mar 1, 2001	Mon, Mar 19, 2001	Tue, Mar 27, 2001	Wed, Apr 11, 2001	N/A	Fri, Apr 6, 2001	Tue, Apr 24, 2001	Mon, May 14, 2001	N/A	Wed-Thu, June 6-7, 2001
	STIP Amendment **	Thu, Feb 1, 2001	Tue, Feb 20, 2001	Tue, Feb 27, 2001	Wed, Mar 14, 2001	N/A	Fri, Mar 2, 2001	Tue, Mar 20, 2001	Mon, Apr 9, 2001	Wed-Thu, May 2-3, 2001	Wed-Thu, June 6-7, 2001
TIP	Admin TIP Amendment	Tue, May 1, 2001	N/A	N/A	Wed, Jun 13, 2001	N/A	N/A	N/A	N/A	N/A	N/A

Per SB-45, STIP funds are available only until the end of the fiscal year programmed in the STIP. Whenever programmed funds are not allocated within this deadline, the funding will be deleted from the STIP. The CTC may extend the deadline for allocation of funds no more than one time and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension.

In accordance with CTC Policy, the CTC will not amend the STIP to delete or change the program year of the funding for any project component after the beginning of the fiscal year for which it is programmed.

Last chance for CTC to allocate funds programmed in FY 00/01, or approve allocation deadline extensions for FY 00/01, or approve STIP Amendments to delete or change funding programmed in FY 01/02 is at the CTC's June 6-7, 2001 Mtg.

**FINAL DEADLINE** - Last chance for requests to extend deadline for allocation of funds programmed in FY 00/01 - due to MTC no later than Thursday March 1, 2001, for consideration by the CTC at the June CTC Meeting.

**FINAL DEADLINE** - Last chance for requests for the allocation of funds programmed in FY 00/01 - due to Caltrans District 4 no later than Friday, April 6, 2001, for consideration by the CTC at the June CTC Meeting.

**FINAL DEADLINE** - Last chance for requests for STIP Amendments to delete or change the program year of funding for any project component programmed in FY 01/02 - due to MTC no later than Thursday, February 1, 2001, for Notice at the May CTC Meeting and Action at the June CTC Meeting.

\* STIP Allocation requests consistent with existing programming are sent directly to Caltrans District 4 and do not require MTC sign-off. Projects being advanced and rehabilitation projects require sign-off by MTC.

\*\* NOTE: Due to overlapping due dates, STIP Extension and Amendment requests are to be submitted simultaneously to both MTC and Caltrans District 4.  
For STIP Projects requiring a TIP Amendment, the TIP Amendment request should accompany the STIP Amendment Request - for simultaneous review and processing

STIP Extension requests are submitted to MTC Programming and Allocations staff with a copy sent to Caltrans District 4 - for simultaneous processing.

STIP Amendment requests are submitted to MTC Programming and Allocations staff with a copy sent to Caltrans District 4 - for simultaneous processing.

Administrative TIP Amendments are approved by the MTC Executive Director on or around the date shown.

\*\*\* **FORMAL TIP Amendments are only acted on by MTC in the months shown. Allow sixty to ninety days following MTC action for final state and federal approval of Formal TIP Amendments**

**2001 Due Date Schedule**  
**Metropolitan Transportation Commission**  
**Regional Transportation Improvement Program (RTIP)**  
Revised June 30, 2001  
- Dates Subject to Change -

	Target Month Requested Action *** <small>(Note: Allow sixty to ninety days following MTC action for final Federal approval of Formal TIP Amendments)</small>	Completed Request Due to MTC - P&A <small>(Allocation Sign-off if required) *</small>	MTC - PAC - Agenda Items Mgmt Review	MTC - PAC - Meeting Packet Mgmt Review	MTC - PAC - Meeting (Exec. Dir Approval of Admin TIP Amend)	MTC Meeting (MTC Formal TIP Amend Action) ***	STIP Amendments Allocations & Extensions Due Caltrans District 4	STIP Amendments Allocations & Extensions Due Caltrans HQ	CTC Meeting - NOTICE -  (STIP Amendment Notices Only)	CTC Meeting - ACTION -  (All STIP Items)
JULY 2001										
STIP	STIP Allocation *	Fri, May 4, 2001	N/A	N/A	N/A	N/A	Fri, May 11, 2001	Tue, May 29, 2001	Mon, Jun 18, 2001	N/A
	STIP Extension **	Sun, Apr 1, 2001	Mon, Apr 16, 2001	Tue, Apr 24, 2001	Wed, May 9, 2001	Thu, Mar 1, 2001	Fri, May 11, 2001	Tue, May 29, 2001	Mon, Jun 18, 2001	N/A
	STIP Amendment **	Thu, Mar 1, 2001	Mon, Mar 19, 2001	Tue, Mar 27, 2001	Wed, Apr 11, 2001	N/A	Fri, Apr 6, 2001	Tue, Apr 24, 2001	Mon, May 14, 2001	Wed-Thurs, June 6-7, 2001
TIP	Admin TIP Amendment	Fri, Jun 1, 2001	N/A	N/A	Wed, Jul 11, 2001	N/A	N/A	N/A	N/A	N/A
	Formal TIP Amendment ***	Fri, Jun 1, 2001	Mon, Jun 18, 2001	Tue, Jun 26, 2001	Wed, Jul 11, 2001	Wed, Jul 18, 2001 ***	N/A	N/A	N/A	N/A
AUGUST 2001										
STIP	STIP Allocation *	Fri, Jun 15, 2001	N/A	N/A	N/A	N/A	Fri, Jun 22, 2001	Tue, Jul 10, 2001	Mon, Jul 30, 2001	N/A
	STIP Extension **	Tue, May 1, 2001	Mon, May 21, 2001	Tue, May 29, 2001	Wed, Jun 13, 2001	N/A	Fri, Jun 22, 2001	Tue, Jul 10, 2001	Mon, Jul 30, 2001	N/A
	STIP Amendment **	Sun, Apr 1, 2001	Mon, Apr 16, 2001	Tue, Apr 24, 2001	Wed, May 9, 2001	N/A	Fri, May 11, 2001	Tue, May 29, 2001	Mon, Jun 18, 2001	Wed-Thurs, July 11-12, 2001
TIP	Admin TIP Amendment	Sun, Jul 1, 2001	N/A	N/A	No PAC Mtg	No MTC Mtg	N/A	N/A	N/A	N/A
SEPTEMBER 2001										
STIP	NO SEPTEMBER CTC MEETING									
TIP	Admin TIP Amendment	Wed, Aug 1, 2001	N/A	N/A	Wed, Sep 12, 2001	N/A	N/A	N/A	N/A	N/A
	Formal TIP Amendment ***	Wed, Aug 1, 2001	Mon, Aug 20, 2001	Tue, Aug 28, 2001	Wed, Sep 12, 2001	Wed, Sep 19, 2001 ***	N/A	N/A	N/A	N/A
OCTOBER 2001										
STIP	STIP Allocation *	Fri, Jul 27, 2001	N/A	N/A	N/A	N/A	Fri, Aug 3, 2001	Tue, Aug 21, 2001	Mon, Sep 10, 2001	N/A
	STIP Extension **	Fri, Jun 1, 2001	Mon, Jun 18, 2001	Tue, Jun 26, 2001	Wed, Jul 11, 2001	N/A	Fri, Aug 3, 2001	Tue, Aug 21, 2001	Mon, Sep 10, 2001	N/A
	STIP Amendment **	Tue, May 1, 2001	Mon, May 21, 2001	Tue, May 29, 2001	Wed, Jun 13, 2001	N/A	Fri, Jun 22, 2001	Tue, Jul 10, 2001	Mon, Jul 30, 2001	Wed-Thurs, Aug 22-23, 2001
TIP	Admin TIP Amendment	Sat, Sep 1, 2001	N/A	N/A	Wed, Oct 10, 2001	N/A	N/A	N/A	N/A	N/A
NOVEMBER 2001										
STIP	STIP Allocation *	Fri, Aug 31, 2001	N/A	N/A	N/A	N/A	Fri, Sep 7, 2001	Tue, Sep 25, 2001	Mon, Oct 15, 2001	N/A
	STIP Extension **	Wed, Aug 1, 2001	Mon, Aug 20, 2001	Tue, Aug 28, 2001	Wed, Sep 12, 2001	N/A	Fri, Sep 7, 2001	Tue, Sep 25, 2001	Mon, Oct 15, 2001	N/A
	STIP Amendment **	Fri, Jun 1, 2001	Mon, Jun 18, 2001	Tue, Jun 26, 2001	Wed, Jul 11, 2001	N/A	Fri, Aug 3, 2001	Tue, Aug 21, 2001	Mon, Sep 10, 2001	Wed-Thurs, Oct 3-4, 2001
TIP	Admin TIP Amendment	Mon, Oct 1, 2001	N/A	N/A	Wed, Nov 14, 2001	N/A	N/A	N/A	N/A	N/A
	Formal TIP Amendment ***	Mon, Oct 1, 2001	Mon, Oct 22, 2001	Tue, Oct 30, 2001	Wed, Nov 14, 2001	Wed, Nov 21, 2001 ***	N/A	N/A	N/A	N/A
DECEMBER 2001										
STIP	STIP Allocation *	Fri, Oct 5, 2001	N/A	N/A	N/A	N/A	Fri, Oct 12, 2001	Tue, Oct 30, 2001	Mon, Nov 19, 2001	N/A
	STIP Extension **	Sat, Sep 1, 2001	Mon, Sep 17, 2001	Tue, Sep 25, 2001	Wed, Oct 10, 2001	N/A	Fri, Oct 12, 2001	Tue, Oct 30, 2001	Mon, Nov 19, 2001	N/A
	STIP Amendment **	Wed, Aug 1, 2001	Mon, Aug 20, 2001	Tue, Aug 28, 2001	Wed, Sep 12, 2001	N/A	Fri, Sep 7, 2001	Tue, Sep 25, 2001	Mon, Oct 15, 2001	Wed-Thurs, Nov 7-8, 2001
TIP	Admin TIP Amendment	Thu, Nov 1, 2001	N/A	N/A	Wed, Dec 12, 2001	N/A	N/A	N/A	N/A	N/A
JANUARY 2002										
STIP	STIP Allocation *	Wed, Nov 7, 2001	N/A	N/A	N/A	N/A	Wed, Nov 14, 2001	Tue, Dec 4, 2001	Fri, Dec 21, 2001	N/A
	STIP Extension **	Mon, Oct 1, 2001	Mon, Oct 22, 2001	Tue, Oct 30, 2001	Wed, Nov 14, 2001	N/A	Wed, Nov 14, 2001	Tue, Dec 4, 2001	Fri, Dec 21, 2001	N/A
	STIP Amendment **	Sat, Sep 1, 2001	Mon, Sep 17, 2001	Tue, Sep 25, 2001	Wed, Oct 10, 2001	N/A	Fri, Oct 12, 2001	Tue, Oct 30, 2001	Mon, Nov 19, 2001	Wed-Thurs, Dec 12-13, 2001
TIP	Admin TIP Amendment	Sat, Dec 1, 2001	N/A	N/A	Wed, Jan 9, 2002	N/A	N/A	N/A	N/A	N/A
	Formal TIP Amendment ***	Sat, Dec 1, 2001	Mon, Dec 17, 2001	Tue, Dec 25, 2001	Wed, Jan 9, 2002	Wed, Jan 16, 2002 ***	N/A	N/A	N/A	N/A
FEBRUARY 2002										
STIP	STIP Allocation *	Wed, Dec 12, 2001	N/A	N/A	N/A	N/A	Wed, Dec 19, 2001	Tue, Jan 8, 2002	Mon, Jan 28, 2002	N/A
	STIP Extension **	Thu, Nov 1, 2001	Mon, Nov 19, 2001	Tue, Nov 27, 2001	Wed, Dec 12, 2001	N/A	Wed, Dec 19, 2001	Tue, Jan 8, 2002	Mon, Jan 28, 2002	N/A
	STIP Amendment **	Mon, Oct 1, 2001	Mon, Oct 22, 2001	Tue, Oct 30, 2001	Wed, Nov 14, 2001	N/A	Wed, Nov 14, 2001	Tue, Dec 4, 2001	Fri, Dec 21, 2001	Wed-Thurs, Jan 16-17, 2002
TIP	Admin TIP Amendment	Tue, Jan 1, 2002	N/A	N/A	Wed, Feb 13, 2002	N/A	N/A	N/A	N/A	N/A

\* STIP Allocation requests consistent with existing programming are sent directly to Caltrans District 4 and do not require MTC sign-off. Projects being advanced and rehabilitation projects require sign-off by MTC.

\*\* NOTE: Due to overlapping due dates, STIP Extension and Amendment requests are to be submitted simultaneously to both MTC and Caltrans District 4. For STIP Projects requiring a TIP Amendment, the TIP Amendment request should accompany the STIP Amendment Request -

STIP Extension requests are submitted to MTC Programming and Allocations staff with a copy sent to Caltrans District 4 - for simultaneous processing.

STIP Amendment requests are submitted to MTC Programming and Allocations staff with a copy sent to Caltrans District 4 - for simultaneous processing.

Administrative TIP Amendments are approved by the MTC Executive Director on or around the date shown.

\*\*\* FORMAL TIP Amendments are only acted on by MTC in the months shown. Allow sixty to ninety days following MTC action for final state and federal approval of Formal TIP Amendments

**Attachment B: 2002 RTIP Project Nomination Sheet**  
**Metropolitan Transportation Commission (MTC)**  
**Regional Transportation Improvement Program (RTIP)**

PROJECT INFORMATION					
<u>County</u>	<u>TIP ID</u>	<u>PPNO</u>	<u>District</u>	<u>EA</u>	<u>Project Title/Name</u> (50 character maximum)
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
<u>Implementing Agency</u>			<u>Project Sponsor</u>		
<input style="width:100%;" type="text"/>			<input style="width:100%;" type="text"/>		

PROJECT LOCATION					
<u>Route</u>	<u>Back Ahead</u>	<u>Area</u>	<u>State Assembly Districts</u>	<u>State Senate Districts</u>	<u>Congressional Districts</u>
<input style="width:100%;" type="text"/> Miles	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 28	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 13 <input type="checkbox"/> 15	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16
<input style="width:100%;" type="text"/> Miles	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>			
(Primary) KM					
(Secondary) KM					

PROJECT DELIVERY MILESTONES					
<u>Document Milestones</u>		<u>Document Type</u>		<u>Date (mm/dd/yy)</u>	
<u>Project Study Report (PSR) Complete:</u>		<None>			
<u>Scheduled Circulation of Draft Environmental Document</u>		<None>			
<u>Project Schedule</u>	<u>Quarter</u>	<u>FY</u>	<u>Project Schedule</u>	<u>Quarter</u>	<u>FY</u>
Start Environmental Studies			R/W Certification		
Final Environmental Document Complete			Advertise Construction (Ready to List)		
Begin Design Engineering			Start Construction (Award)		
Final Plans, Specs and Estimates			Start Rolling Stock Acquisition (if applicable)		
Start R/W Activities/Acquisitions			Project Completion (Open for Use)		

PROJECT DESCRIPTION		
<u>Project Mode</u>	<u>Project Type</u>	<u>Project Purpose</u>
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
<u>Description, Location and Project limits</u> (brief - 180 characters)		
<input style="width:100%; height: 30px;" type="text"/>		
<u>Scope of work (Detailed Description)</u>		
<input style="width:100%; height: 60px;" type="text"/>		
<u>Transportation problem to be addressed and Description of project benefits</u>		
<input style="width:100%; height: 60px;" type="text"/>		

RTP INFORMATION	
RTP ID: <input style="width:100%;" type="text"/>	RTP Corridor: <input style="width:100%;" type="text"/>
<u>Relationship of Project to RTP</u>	
<input style="width:100%; height: 40px;" type="text"/>	



**2002 RTIP Nomination**  
**Metropolitan Transportation Commission (MTC)**  
**Regional Transportation Improvement Program (RTIP)**

PROJECT INFORMATION					
<u>County</u>	<u>TIP ID</u>	<u>PPNO</u>	<u>District</u>	<u>EA</u>	<u>Project Title/Name</u> (50 character maximum)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<u>Implementing Agency</u>			<u>Project Sponsor</u>		
<input style="width: 95%;" type="text"/>			<input style="width: 95%;" type="text"/>		

FUNDING INFORMATION													
<b>Summary Data</b>													
Component	Prior and Existing Funding				Change in Funding						Additional Need		Total Existing + Change + Additional Amount
	STIP		Other		RTIP/ Grandfathered		ITIP		Other		Other		
	RTIP/ITIP/ GF-STIP		Non-STIP Contributions		Added or Subtracted		Added or Subtracted		Non-STIP Added or Subtracted		Non-STIP Added or Subtracted		
	FY	Amount	FY	Amount	FY	Amount	FY	Amount	FY	Amount	FY	Amount	
PA&ED / ENV		\$0		\$0		\$0		\$0		\$0		\$0	\$0
PS&E		\$0		\$0		\$0		\$0		\$0		\$0	\$0
RW SUP (CT)		\$0		\$0		\$0		\$0		\$0		\$0	\$0
CON SUP (CT)		\$0		\$0		\$0		\$0		\$0		\$0	\$0
RW		\$0		\$0		\$0		\$0		\$0		\$0	\$0
CON		\$0		\$0		\$0		\$0		\$0		\$0	\$0
<b>TOTALS</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b> <b>-</b>
<u>Expected sources of ADDITIONAL FUNDING</u> (identified above as "ADDITIONAL NEED") to complete project.													
<b>FUNDING SOURCE Category</b> <u>Special Funding Conditions or Terms</u> <input type="radio"/> STATE ONLY <input type="radio"/> FEDERAL ONLY <input type="radio"/> FED/STATE SPLIT													
<b>FUNDING REQUEST Project</b> <b>Explanation for Amendment</b> <input checked="" type="radio"/> NEW STIP/ TIP PROJECT <input type="radio"/> AMENDMENT TO EXISTING PROJECT													
<u>FTA Grant Type</u> <u>FTA Application Date</u> <u>FTA Grantee</u> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>													

CONTACT INFORMATION					
<b>Primary</b>					
Name:		Agency:		Title:	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Mailing Address:			Telephone:		Fax Number:
<input style="width: 95%;" type="text"/>			<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
City:	State:	Zip Code:	E-mail Address:		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
<b>Alternate</b>					
Name:		Agency:		Title:	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Mailing Address:			Telephone:		Fax Number:
<input style="width: 95%;" type="text"/>			<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
City:	State:	Zip Code:	E-mail Address:		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		



**2002 RTIP Nomination**  
**Metropolitan Transportation Commission (MTC)**  
**Regional Transportation Improvement Program (RTIP)**

PROJECT INFORMATION						
<u>County</u>	<u>TIP ID</u>	<u>PPNO</u>	<u>District</u>	<u>EA</u>	<u>Project Title/Name</u> (50 character maximum)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Implementing Agency</u>				<u>Project Sponsor</u>		
<input type="text"/>				<input type="text"/>		
MAP						

Insert Map(s)

[illegible]

**2002 RTIP Nomination  
Metropolitan Transportation Commission (MTC)  
Regional Transportation Improvement Program (RTIP)**

County	PPNO	District	EA	MPO ID	Implementing Agency	Project sponsor	Project Name

	Prior	01/02	02/03	03/04	04/05	05/06	Later	Total
<b>Existing Total Project Cost</b>								
PA&ED / ENV								
PS&E								
RWSUP (CT)								
CONSUP (CT)								
ROW								
CONST								
TOTALS								

	Prior	01/02	02/03	03/04	04/05	05/06	Later	Total
<b>Proposed Total Project Cost</b>								

<b>ADDITIONAL FUNDING NEEDS (funding not yet committed)</b>								
<b>TOTALS</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

<b>COMMENTS</b>
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**Attachment C: Caltrans Exception Request for State-Only Funding  
Sample Format**

**REQUEST FOR STATE ONLY FUNDING FOR STIP PROJECT**

*Local Agency Letterhead*

To: Rick Terry  
Chief, Division of Budgets  
1120 'N' Street - MS 24  
P.O. Box 942874  
Sacramento, CA 94274-0001

Date:

From:

Re: Request for State-only funding for STIP project

It is recommended that the California Transportation Commission be requested to vote **AMOUNT** from **DESCRIPTION OF FUNDING SOURCE (BOTH FEDERAL & STATE)** funds in the **FISCAL YEAR** fiscal year for the following project:

**PROJECT DESCRIPTION:**

**JUSTIFICATION:**

- A. Type of work
- B. Need for Project/Proposed Improvements
- C. Status of Project
  - 1) Environmental Clearance Status
  - 2) R/W Clearance Status (If currently R/W certified as #3, when will the certification be upgraded to a #1 or #2?)
  - 3) Status of Construction (if applicable)
- D. Total Project Funding Plan By Fiscal Year (list all funding sources and anticipated fund usage by year)
- E. Allocation
  - 1) Amount of allocation request:
  - 2) Is this a partial allocation request? ☐ YES ☐ NO
  - 3) If this is a partial allocation, what will be the total cost of the project?  
  
When will the additional allocation be needed?
  - 4) Is the project identified as State-Only in the adopted programming document? ☐ YES ☐ NO
  - 5) If requesting State-Only funding, please state specific reasons per project funding policy:
- F. Advertisement: We request that this project be advertised in **MONTH, YEAR**.